COASTAL CAROLINA COMMUNITY COLLEGE  
Division of Continuing Education  
444 Western Boulevard  
Jacksonville, NC  28546  
910.938.6294

REGISTRATION FORM  
Payment is due at time of registration. Fax to 910.347.6174 or email: coned@coastalcarolina.edu  
Call 910.938.6294 to confirm transmission and complete registration before end of same business day.

Student Information

SSN or Student ID#:  
(Full SSN is required for first time enrollment)

Name: ___________________________  ___________________________  ___________________________
          Last                                       First                                      M. Initial

Mailing Address: ____________________________________________________________

City  State  Zip

Email Address: ____________________________

Home Phone: ____________________________

Cell Phone: ____________________________

Work Phone: ____________________________

Date of Birth: ____________________________

Sex:  (check one)  ☐ Male  ☐ Female

Ethnic: (check one)  ☐ Hispanic  ☐ Non-Hispanic

Race: (check all that apply)
  Native American / Alaska Native
  Asian
  Black or African American
  Hawaiian/Pacific Islander
  White

Date Last Attended High School: ____________________________

City  State

Course Information

Class Title:  BLS PROVIDER

Beginning/Ending Date:  June 23, 2018

Location:  MS 120

Days and Times:  Sat 8am-12pm & 1pm-5pm

Contact Hours:  8

Contact Hours:  8

Section Number:  60806

HS/AHS/GED

TABE

Other Pre-Req

Payment Information

OFFICE USE ONLY

Amount of Payment: $ 71.00

Receipt Number

Form of Payment: ☐ Check  ☐ Cash  ☐ Credit Card  ☐ Waiver  ☐ Billed to

If tuition is to be billed to a third party, documentation must be provided on company letterhead at time of registration.

*Please see back of form for important refund, insurance, and textbook information.

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It is strongly recommended that students do not purchase their textbooks prior to 10 days before class start date, as textbooks may change from previous classes. The College Bookstore has a 10-day return policy and is located in the Student Center Building (Phone: 910.938.6295; website: http://www.coastalcarolina.edu/bookstore/)

PLEASE NOTE

Paid seats in class will be held for 30 minutes after the start of the first class, except for Defensive Driving, Motorcycle, and Notary courses. The instructor should direct all students that are more than 30 minutes late for class to the Continuing Education Building Office to reschedule.

Stand-by students must be present at the start of the first class. Situations will arise where a stand-by student will not be able to attend the class because the scheduled student arrived within the 30 minute guideline. Priority of selection for stand-by students will be: 1) students that have already scheduled and paid for a section of the class scheduled to start at a later date; 2) students with a scheduled training date closest to the present date; 3) unpaid/unscheduled students based on their arrival time in class.

Cancellation of Courses: Continuing Education non-credit classes are subject to cancellation if enrollment is insufficient. Registered students will be notified if classes are canceled.

REFUND POLICY

A refund shall not be made except under the following circumstances:

(1) A student who officially withdraws (in writing) from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.

(2) After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws (in writing) from the class prior to or on the 10 percent point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.

(3) A 100 percent refund shall be made if the student officially withdraws (in writing) from a contact hour class or an online class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class or an online class on or before the tenth calendar day from the first scheduled date of the class.

(4) A student who officially withdraws (in writing) from a self-support class (Just for Fun, Motorcycle, Defensive Driving, etc.) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is cancelled by the College.

(5) For applicable classes, none of the insurance fee is refundable once the class has started whether the student attended the first day of class or not.

Requests for refunds will be processed by the Accounting Office and may take up to 3-4 weeks.

Please initial here that you have read and understand the Refund Policy.

__________________________  __________________
Initials                        Date

LIABILITY INSURANCE  $16.00

Required for the following classes:

- Cosmetology
- Emergency Medical Technician (B)
- Massage Therapy
- Nurse Aide
- Ophthalmic Assistant
- Paramedic
- Phlebotomy